

Neighborhood Planning Advisory Committee

April 21, 2009

DECISIONS/ACTION ITEMS

Prepared by Triangle Associates

Decisions reached and action items agreed to by the Committee are provided below, including responsible party(s), due date and status, where applicable.

| | Decision/Action Item | Responsible Party(s) | Due Date | Completed? |
|---|--|----------------------|----------|------------|
| | Agenda/Materials/Summary | | | |
| 1 | The Committee approved the March 17, 2009 meeting summary by consensus. The final version will be posted to the Committee website. | Project Team | 4/28/09 | ✓ |
| 2 | An updated list of decisions/action items/ assignments will be sent to Committee members and the project team within one week of the NPAC meeting. | Triangle | 4/28/09 | ✓ |
| 3 | An audio recording of the NPAC meeting will be made available from the NPAC website. | Triangle/DON | 4/28/09 | ✓ |
| 4 | A draft summary of the April 21, 2009 meeting will be sent to Committee members and the Project Team within two weeks of the meeting for review and comment. | Triangle | 5/5/09 | ☐ |
| 5 | A meeting agenda and materials will be sent to the Committee via email at least one week prior to the next meeting. If the total size of the attachments is more than 1 MB, a website link will be provided where members can access the large documents. | DON/DPD | 5/12/09 | ☐ |
| | Schedule/Work Plan | | | |
| 1 | Neither the Committee nor the Seattle Ethics Commission expressed concern about NPAC member Eddie Hill managing a contract with the City to work with youth at four high schools in Southeast Seattle to conduct surveys, interviews and a photo diary of youth concerns and interests for the planning process. Committee members will let the Co-Chairs know ASAP if they see any potential conflict. Otherwise, the contract will proceed. The City's ethics department has found no issue with this. | Eddie Hill/DPD/DON | 4/28/09 | ✓ |
| 2 | The Committee agreed to schedule optional brown bag sessions for informal dialogue and presentations on issues of relevance to the Committee. They will be held on the first Tuesday of each month from 11:30-1:00 in room 1940 of the Seattle Municipal Tower. The City will attend if requested. The first of these will be held on May 5. | Committee/DPD/DON | 5/5/09 | ☐ |

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| 3 | The City will send a revised neighborhood planning schedule to the Committee prior to the May NPAC meeting. | DPD | 5/12/09 | <input type="checkbox"/> |
| 4 | The City has appointed a new Council at-large member (Kate Stineback) and a new Council at-large alternate (Diana Vergis Vihn). The City will appoint a replacement for one or more of the Executive at-large members who have not been able to participate, given conflicts with the Committee's regular meeting date/time. | DON | 5/19/09 | <input type="checkbox"/> |
| Subcommittees | | | | |
| 1 | <p>The Co-Chairs appointed Committee members to serve on subcommittees to meet between full Committee meetings to discuss and prepare draft recommendations on issues for which the Committee has been charged with providing advice. All subcommittees are open to all members and alternates. Members or alternates who wish to join or leave a subcommittee (or be added to its notification list) can do so by contacting the subcommittee lead. The Co-Chairs will maintain a subcommittee master list. Subcommittees established to date include:</p> <ul style="list-style-type: none"> • Status Report content and format • Status Report open houses • Neighborhood plan update content/elements • Validation & Implementation • Community Outreach | Committee | N/A | N/A |
| 2 | <p>Subcommittee reports will not be provided to the City before being presented to the full Committee for discussion, revision and adoption. Subcommittees will seek authorization from the full Committee before meeting directly with City staff.</p> | Subcommittees | N/A | N/A |
| Outreach | | | | |
| 1 | <p>Because the Committee was unable to obtain consensus on the topic, Adrienne Bailey moved, and Brian Ramey seconded, to adopt the Outreach Subcommittee's April 15, 2009 report as amended at the meeting, including a request to the City that the deadline for Southeast Seattle Neighborhood Plan updates be extended to May 2010, to ensure more time for NPAC involvement as well as additional workshops in the community, more neighborhood plan education, broader outreach efforts, and a full review of the Plan Update process to date, together by NPAC, City Council, DPD and DON. The motion also authorized the Subcommittee to meet directly with DON/DPD staff to discuss this request and the other recommendations contained in the Subcommittee's report (including a suggestion to train and use</p> | Committee | 5/1/09 | <input type="checkbox"/> |

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| | existing community members and/or hiring trained facilitators to staff future outreach events) and previously developed list of Proposed Priority Outreach Actions. The motion carried with 11 members in favor, 6 opposed, and no abstentions. The Subcommittee will report back to the full Committee at its May meeting. | | | |
| 2 | The Outreach Subcommittee will review comments posted from the March community workshops and report back to the full Committee at the next meeting. | Outreach Subcommittee | 5/19/09 | <input type="checkbox"/> |
| Status Reports | | | | |
| 1 | The Committee approved by consensus the Status Report Subcommittee's letter of advice to the City (as amended at the April 21 NPAC meeting), containing recommendations regarding neighborhood status report content and general format. The Committee also agreed by consensus to authorize the Status Report Subcommittee to meet with DPD/DON staff to discuss the details contained in the letter and that the Subcommittee and NPAC are likely to have additional advice on the status reports over time. The Subcommittee will report back to the full Committee as appropriate. | Status Report Subcommittee | 5/1/09 | <input type="checkbox"/> |
| Sector Open Houses | | | | |
| 1 | The Committee approved by consensus the Open House Subcommittee's report and authorized that the Subcommittee work directly with DPD/DON staff and the Seattle Planning Commission to prepare for co-hosting the June/July sector open houses. | Open House Subcommittee/Seattle Planning Commission/DPD/DON | 5/30/09 | <input type="checkbox"/> |